

**Town of Arlington
Purchasing Department**

**REQUEST FOR QUOTES
#13-08**

MOWING/LAWN MAINTENANCE

The Town of Arlington is soliciting quotes for weekly mowing service and lawn maintenance at the Town Hall, Library & Whittemore Robbins House pursuant to the Uniform Procurement Act, Chapter 30B Quotes will be accepted by the Town Manager's Office/Purchasing Dept. , Town of Arlington, Massachusetts, until **10:00 A.M. Friday, April 12, 2013** at the following address:

Town of Arlington
Office of the Purchasing Agent
730 Massachusetts Avenue
Arlington, Massachusetts 02476

QUOTES MAY BE FAXED (781-316-3019) OR MAILED.

Quotes must be received by the above stated time. Quotes received after this time will not be accepted.

Proposals must be submitted on the form provided.

Further information may be obtained by contacting Domenic Lanzillotti, Purchasing Officer at (781) 316-3003.

The Town Manager reserves the right to cancel any request for quotes, to reject in whole or in part any and all quotes, when it is deemed in the best interest of the Town or Arlington to do so.

Adam W. Chapdelaine
Town Manager

April 2, 2013

PRICE PROPOSAL FORM

**TOWN OF ARLINGTON
PURCHASING DEPARTMENT**

MOWING/LAWN MAINTENANCE

DEADLINE: **Friday April 12, 2013 @ 10:00 A.M.**

Mr. Adam W. Chapdelaine
Town Manager
Arlington, MA 02476

We, the undersigned, herewith submit proposal for furnishing and delivering Mowing/Lawn Maintenance to the Town of Arlington, Massachusetts all in accordance with the Request for Quotes furnished to us.

Contract Term is May 1, 2013 thru December 31, 2013, with an option to renew for a second and third period at the sole discretion of the Town of Arlington.

**AWARD TO BE MADE ON THE TOTAL PRICE FOR EACH ITEM. BIDDER
MAY BID ONE OR BOTH ITEMS.**

Town Hall, Library & Whittemore Robbins House (4 acres) [R-1] [M-1]
Location: Mass. Ave. near Academy Street.

Item I: **May 1, 2013 – December 31, 2013**

- | | |
|------------------------|----------|
| 1. Spring Clean-up (1) | \$ _____ |
| 2. Weekly Mowing (22) | \$ _____ |
| 3. Fall Clean-up (1) | \$ _____ |

TOTAL PRICE: \$ _____

Old Cemetery (.25 acres) [R-1] [M-1]
Location: Pleasant Street

Item II: **May 1, 2013 – December 31, 2013**

- | | |
|------------------------|----------|
| 4. Spring Clean-up (1) | \$ _____ |
| 5. Weekly Mowing (22) | \$ _____ |
| 6. Fall Clean-up (1) | \$ _____ |

TOTAL PRICE: \$ _____

PRICE PROPOSAL FORM CONT'D

PROPERTY MUST BE MOWED ON THURSDAY OR FRIDAY OF EACH WEEK.

FOR FURTHER INFORMATION CONTACT JIM DODGE, OPERATIONS MANAGER
AT 781-316-3373.

COMPANY NAME: _____

ADDRESS: _____

SIGNED BY: _____

(PRINTED)

(SIGNATURE)

DATE: _____

PHONE: _____ FAX: _____

YEAR 2:

Town Hall, Library & Whittemore Robbins House (4 acres) [R-1] [M-1]
Location: Mass. Ave. near Academy Street.

Item I:

May 1, 2014 – December 31, 2014

7. Spring Clean-up (1) \$ _____
8. Weekly Mowing (22) \$ _____
9. Fall Clean-up (1) \$ _____

TOTAL PRICE: \$ _____

Old Cemetery (.25 acres) [R-1] [M-1]
Location: Pleasant Street

Item II:

May 1, 2014 – December 31, 2014

10. Spring Clean-up (1) \$ _____
11. Weekly Mowing (22) \$ _____
12. Fall Clean-up (1) \$ _____

TOTAL PRICE: \$ _____

YEAR 3:

Town Hall, Library & Whittemore Robbins House (4 acres) [R-1] [M-1]
Location: Mass. Ave. near Academy Street.

Item I:

May 1, 2015 – December 31, 2015

13. Spring Clean-up (1) \$ _____
14. Weekly Mowing (22) \$ _____
15. Fall Clean-up (1) \$ _____

TOTAL PRICE: \$ _____

Old Cemetery (.25 acres) [R-1] [M-1]
Location: Pleasant Street

Item II:

May 1, 2015 – December 31, 2015

16. Spring Clean-up (1) \$ _____
17. Weekly Mowing (22) \$ _____
18. Fall Clean-up (1) \$ _____

TOTAL PRICE: \$ _____

SPECIFICATIONS

Town Hall, Library & Whittemore Robbins House (4 acres) [R-1] [M-1]

Location: Mass. Ave. near Academy Street.

Old Cemetery (.25 acres) [R-1] [M-1]

Location: Pleasant Street

Definition of Work to be performed:

1. The Landscape Contractor shall provide all materials, labor and equipment necessary to complete all landscape maintenance work as described herein with the exception of items that are explicitly identified in this section as being supplied by the Town.
2. The work consists of regularly scheduled maintenance visits that are not strictly limited to the following:
 - a). Removal and disposal of all leaves, trash and debris on lawn areas.
Schedules: R-1Light Clean up (branches & all debris) in Spring (End of March) & Full Clean up (branches, debris, leaves) in Fall (mid November).
 - b). Mowing of all grassed areas, including both large open areas and small areas.
Schedules: M-1 Weekly Mowing, April-October, 22 times.
 - c). Trimming around trees, shrubs, curbs, fences, buildings and other vertical items.
Schedules: Trimming to match the M-1 Schedule.

III. SPECIFIC REQUIREMENTS

A. *Qualifications and Quality Control*

1. Trained personnel using current, acceptable horticultural and lawn care practices shall perform all landscape maintenance services.
2. All work shall be performed in a manner that maintains the original design intent of the landscape.

B. **Workmanship**

1. All areas to be maintained shall be inspected by the Contractor before starting work. The Contractor shall be solely responsible for judging the full extent of work requirements involved.
2. Any work performed in addition to that which is outlined herein shall be done only upon approval by the Town.
3. During landscape maintenance operations, all areas shall be kept neat and clean. Precautions shall be taken to avoid damage to existing structures. All work shall be performed in a safe manner to ensure the safety of the Contractor's employees, Town employees and general public.
4. Upon completion of maintenance operations, all debris and waste material including leaves and grass clippings shall be cleaned up and disposed of off-site at a disposal site to be furnished by the Contractor.
5. Any damage to the existing or surrounding landscapes, buildings, play structures, pavements, curbs, or irrigation systems caused by the Contractor shall be repaired or replaced as determined by the Town at the Contractor's expense.

6. Any damage to private property caused by the Contractor shall be repaired or replaced at the Contractor's expense.
7. Prior to each mowing, contractor shall inspect and remove all trash, stone, sticks and other unwanted debris from lawns and dispose of at a contractor furnished disposal site.
8. Lawn areas shall be maintained at a maximum height of 3" and a minimum height of 2" throughout the mowing season. To insure a high quality cut all mower blades shall be sharp.
9. During the mowing season, all lawn areas shall be mowed every regularly scheduled maintenance visit or as weather conditions dictate.
10. The mowing operation includes trimming around all obstacles, raking excessive grass clippings and removing debris from walks, curbs and parking areas. Care shall be taken not to cause any damage or girdle any trees or shrubs with trimming equipment.
11. Mowing shall take place over the entire area to include weeds and nettles and all growth of a non-woody nature. Soft vegetative growth such as clover where it falls within large grassed areas shall be deemed to be part of the contract.
12. Mowing shall take place on the full area of grass up to paving, fencing and other boundaries. String trimmers should be used in areas where mowers cannot cut.
13. The Contractor shall allow in his rates for cutting around all obstacles and obstructions including tree bases, lamp columns, telephone columns, manhole covers, benches within the area to be cut.
14. The Contractor shall repair or replace at his own expense any damage to materials or property on site, resulting from negligence during grass cutting or associated activities.
15. Lawn clippings shall be disposed of off-site to be *provided by the Contractor*.

C. Scheduling of Work

1. The Contractor must perform services during dates and times approved by the DPW Director or designee.
2. Before beginning any work for the season, the Contractor shall submit a schedule of visits to the DPW Operations Manager or designee for review and approval. The Contractor shall update the schedule monthly and submit any changes to the DPW Operations Manager or designee.
3. When Schools are in session (September thru May) no mowing shall take place during the commencement or dismissal times of the School Day (not before 9 am nor between 2 pm to 3:30 pm)
4. Work on sports fields shall not be performed when sports games are scheduled. The Contractor should request a schedule of field games from the DPW Operations Manager.

D. Communications between the Town and the Contractor

1. Contractor shall be responsible for providing a Crew Foreman/Leader onsite that is responsible for all of the contractor crews' personnel, performance and activities in Town per the contract and who will maintain communications effectively by way of a pager or cell phone with the DPW Operations Manager, James Dodge 781-316-3373).
3. The Contractor and the Director of Public Works or his designee shall meet and walk the site at the initiation of the program to determine the condition at the time of all lawn areas included within the limit of work and of any other related items covered in this section of the specifications.
4. Damage to any site or any Town Property or any private property by the Contractor shall be reported to the DPW Operations Manager immediately after the damage occurs and not at the end of the workday. If the Contractor causes damage to any irrigation system component, electrical installation, or other systems, it shall be the responsibility of the Contractor to repair said damage after a submittal, detailing parts to be used and approved by the Department of Public Works. Any damage found at any site by the Contractors employees at the start of the workday shall be reported to the DPW Operations Manager immediately.

5. The contractor shall notify the DPW Operations Manager immediately of any hazard or public safety issues in, on, or above the sites defined. Hazards shall be defined but not limited to ruts, holes, depressions, bumps, broken asphalt, broken concrete, loose sod, damaged walls, damaged buildings, damaged benches, damaged light fixtures or any other hazard that may cause bodily injury or inconvenience.

6. The Contractor shall advise the DPW Operations Manager of any failure to perform the required services on account of inclement weather or adverse conditions. Should inclement weather or other adverse conditions prevent mowing, grass cutting operations shall be resumed as quickly as possible once conditions become suitable again and the Contractor shall provide sufficient labor and machinery to catch up lost mowing time.

E. Equipment Requirements

1. The Contractor shall provide all equipment materials necessary to perform the work herein.
2. Grass cutting machines shall be appropriate for the size of area being cut and the standard of finish specified.
3. Medium short grass shall be cut by means of pedestrian guided motor rotary mowers, ride on triple rotary mowers or tractor mounted rotary mowers
4. Rough grass shall be cut by means of a tractor mounted or pedestrian guided rotary, flail or reciprocating mower.
5. Flower stalks in medium short grass areas shall be cut by use of rotary type cutting equipment.
6. Inaccessible margins, isolated areas of any size, corners, bases or fence lines, hedges, buildings and the like shall be cut by other suitable machine(s) or hand tools approved by the DPW Operations manager or designee.
7. Work shall be carried out at the same time as the main area(s). The rates for grass cutting shall include this type of work.
8. Cutters to all mowers shall be sharp and properly set.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of individual submitting bid or proposal)

Name of Business

Date

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title

NON-COLLUSION FORM

MUST BE SIGNED AND SUBMITTED WITH BID